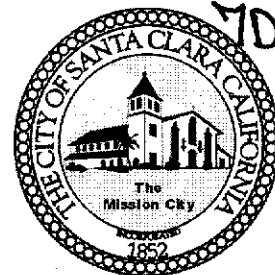


11/25/08

**Minutes of the Regular Meeting
of the Board of Library Trustees**
October 6, 2008



TRUSTEES PRESENT: Chair Jan Lieberman, Bob Byrd, Betsy Megas, Georgina Dinh, Kathleen Watanabe

EXCUSED ABSENCE:

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration
Julie Passalacqua, Assistant City Librarian

MEMBERS OF
THE PUBLIC: Maria Daane, Executive Director, Library Foundation and Friends
Ashish Mangla

MATTERS FOR COUNCIL ACTION:

None

I. CALL TO ORDER

Chair Lieberman called the meeting to order at 7:05 p.m.

Item VII. NEW BUSINESS, B. Summer Reading was taken out of order at this time.

Erin Ulrich, Librarian II and Charity Trajico, Volunteer Coordinator in the Youth Services Division gave a PowerPoint presentation of the 2008 Summer Reading Program. Ms. Ulrich handed out copies of Summer Reading statistics comparing 2006/07 and 2007/08 and discussed this year's program. A total of 6,577 children and parents attended the 67 programs with the theme "Catch the Reading Bug at Your Library". A highlight of this year's program was that the number of sight impaired participants doubled from last year.

Chair Lieberman and Board members thanked Ms. Ulrich and Ms. Trajico for their presentation.

II. MINUTES OF THE AUGUST 4, 2008 MEETING

Chair Lieberman asked the board for comments or corrections to the minutes for the August 4, 2008 Board meeting. Chair Lieberman noted the following correction:

VIII. CITY LIBRARIAN'S REPORT, B. Activities, Paragraph 2, first subitem: 'Ron Hansen, Author of *Exiles*,...' should read 'Ron Hansen, Author of *Atticus*,...'.

Following a brief discussion, Trustee Dinh made a motion to approve the August 4, 2008 minutes as corrected, with a second from Trustee Watanabe. The August 4, 2008 minutes were approved as corrected by a unanimous vote.

III. CORRESPONDENCE

A. Letter from Muslim Community Association

Chair Lieberman briefly reviewed the letter from the Muslim Community Association regarding a book on the Santa Clara City Library 2008 Book Discussion Group list. The letter had been included in the agenda packet, and copies of the 2008 and 2009 Book Discussion Group reading lists were handed out for information. Chair Lieberman also handed out copies of her draft response. In her response, she described the process by which books are chosen each fall by all members of the Book Discussion Group who vote on a list of eleven books to read the following year. Besides the regular attendees, any member of the community who has an interest in a particular book may attend that month's meeting and contribute. Chair Lieberman stated that three members of the Muslim Community Association attended the September meeting where the book in question was discussed, "and that their contribution was well received by the group". Chair Lieberman stated that the library has a printed brochure available to the public containing the library's materials selection policy, selection criteria, and the American Library Association Bill of Rights, which she handed out to Board members. A copy of the brochure will be included with the response letter. Board members reviewed and approved the content of the response letter.

IV. GIFTS

Maria Daane, Executive Director of the Library Foundation, provided the following update on Foundation and Friends activities:

August Gifts:

\$1650 Michael J. Kirsch Foundation
\$12500 Kaiser Foundation
Individual gifts of nearly \$2000
\$6555 in materials, including 273 audio CDs - largest gift ever

September Gifts:

\$1200 Individual
\$19,553 granted to the Library at International Party from book sales (plus \$4k for endowment); also two individual commitments totaling \$1200, to fund wish list items.
No large corporate gift
Books/DVDs worth \$5,870 added to the collection, including 74 books written in Japanese, Korean, or Chinese

Other News:

- Nancy Jones started as Volunteer Manager
- Endowed funds are all in money market funds, no decrease in value during August/September.
- Book sales were especially strong in August and September.
- 28% drop in individual giving predicted for this year due to economy.

V. PUBLIC PRESENTATIONS

A. Library Foundation

Maria Daane, Executive Director of the Library Foundation, reviewed the recent activities of the Foundation and Friends, above, and discussed the volume of book donations from the public (approximately 10,000 items), and the plans for the upcoming Fifth Birthday Celebration for the Library. She also reported that the Foundation Board had approved using the interest from the Intel endowment for support of library programs instead of being reinvested in the endowment. The Foundation will be meeting on October 28th to discuss holding a "Sorting Room Sale" for 2-3 hours per month because the room regularly reaches and often exceeds capacity. This sale would be held in addition to the regular monthly Saturday book sale.

VI. OLD BUSINESS

A. DVD Maintenance

The City Librarian stated that patrons had been finding an increasing number of problems with audio CDs and video DVDs and the Board had discussed the issue at its August 2008 meeting. Staff were given the assignment to find a proactive approach to the maintenance of this collection. The recommendation was to purchase a disc cleaning machine that will clean and repair minor damage to DVDs and CDs. The machine has been ordered.

Board members asked about the cost of non-returned DVDs. The City Librarian stated that 5% of DVDs were not returned. Patrons who do not return items or have fines over a certain amount have their library privileges frozen. The Library is considering using a collection agency to collect the value of non-returned items. The City Librarian stated that she would bring the statistics for non-returned items to the November 2008 meeting.

VII. NEW BUSINESS

A. Assistant City Librarian

The City Librarian introduced the new Assistant City Librarian, Julie Passalacqua. Board members congratulated Julie on her promotion.

B. Summer Reading Program

(See Item I. CALL TO ORDER)

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – August 2008

The City Librarian reviewed the statistics in the August 2008 Monthly Report. Statistics show that the library has had 20,000 more visitors this year to date.

B. Activities

The City Librarian stated that Trish Taylor, Adult Services Division Manager, had completed and submitted the 2007-08 FY statistics for the State Library Report. Board members asked if there was a multi-year breakdown of data available, and the City Librarian said she would provide it at the November 2008 Board meeting.

The City Librarian reported that the Santa Clara City Library placed third nationally out of 332 libraries in the 100,000-249,000 population group in Hennen's American Public Library Ratings 2008. This is the second year in a row that the Library has secured third place.

The City of Santa Clara will be migrating its email system from Groupwise to Outlook over the Columbus Day Holiday weekend. Library staff is receiving training in the new system, particularly as it applies to scheduling the Library community rooms.

The City Librarian provided an overview of upcoming library programs.

IX. MATTERS OF TRUSTEE INTEREST

Trustees Byrd and Watanabe will be attending the upcoming CLA conference. The City Librarian asked if they would provide a report at the December 2008 Board meeting.

Chair Lieberman recommended the film, *Young at Heart*, to Board members. She said it is an inspiring look at the lives of elderly singers aged 70-90 and the importance of music and performance in their lives.

Board members briefly discussed the level of noise in the library that they had noticed during their recent visits. The City Librarian reported that the pigeon deterrents were installed and were working very well. The landscaping work on the grounds outside the Parkside entrance was complete. Drainage was improved, a foam surface was installed at the Circle of Peace, and stepping stones were added to the area for better access. The City Librarian reported that 250-300 of the reusable tote bags had been sold.


X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

None

XI. ADJOURNMENT

There being no further business, at 8:45 p.m. Chair Lieberman asked for a motion to adjourn the meeting to Monday, November 3, 2008. Trustee Byrd made the motion to adjourn to November 3, 2008, with a second by Trustee Dinh. The motion passed unanimously.

Respectfully submitted,



Bob Byrd

Secretary to the Library Board of Trustees

KKS:SR:HB:hb